

Full-Time Instructor: English

Department: Instructional
FLSA Status: Exempt
Job Status: Full Time

Reports To: Vice President of Academic Affairs
Amount of Travel Required: No travel required
Positions Supervised: None

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Meet regularly with classes as scheduled and provide appropriate learning experiences to meet students' needs and course objectives.
- Prepare and maintain a current syllabus with clear course objectives for all assigned courses; inform students of course objectives at the beginning of each term.
- Maintain accurate records of attendance and grades; complete and submit on schedule all required records and reports.
- Advise students as assigned under the faculty advisor program; maintain appropriate records and documentation.
- Work cooperatively with Vice President of Academic Affairs in determining course assignments and class schedules.
- Abide by and assist as appropriate in the enforcement of college policies and regulations.
- Maintain a minimum work schedule of 35 hours per week on campus (includes off-campus activities required by assigned responsibilities); post and adhere to a regular office hours schedule per Board Policy.
- Serve on faculty committees as assigned; attend regular and special faculty meetings, all-college meetings, division meetings, in-service sessions, and other assigned committee meetings.
- Assist in the identification, ordering, inventorying, storage, security and maintenance of essential instructional supplies and equipment.
- Assist in the maintenance of a safe classroom, laboratory, and college workplace environment for students and employees of the college.
- Assist as appropriate in the ongoing revision and development of the college curriculum.
- Assist as appropriate in the essential instructional support services and activities, including Library, Academic Advising, Assessment, Recruitment, Admissions, Registrar, Registration, Financial Aid, Student Activities, Business Office, Resource Development, Long-Range Planning, and Community Service.
- Assist the following departments in assuring a positive student experience in the Library, Academic Advising, Recruitment, Admissions, Registration, Financial Aid, Student Activities, Business Office and Community Service.
- Participate in the mentoring of new and part-time faculty for the purpose of instructional improvement.

- Be an advocate of the college; endeavor to enhance its image and strengthen its role in providing programs and services to students and community; this includes activities involved with recruiting and retaining students.
- Perform other duties and responsibilities as mutually determined with appropriate administrative supervisors.

POSITION QUALIFICATIONS

Competency Statement(s)

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Business Acumen** - Understands basic business practices.
- **Change Management** - Communicates changes effectively.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative** - Seeks increased responsibilities; Takes independent action.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works effectively.

- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion - Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment - Assesses annual performance and works closely with the institutional research and enrollment management team.

Education: Master's Degree in English or related education field required.

Experience: Preferred experience includes teaching experience at community college/university or K-12 institutions, teaching Hyflex or online courses.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ **DATE** _____

REVIEWED BY (EMPLOYEE SIGNATURE) _____ **DATE** _____

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.